



ASSAM DON BOSCO UNIVERSITY

Tapesia Gardens, Kamarkuchi, Sonapur – 782 402, Assam, INDIA

Minutes of the Centre for Internal Quality Assurance (CIQA) Meeting: 25 April 2026

Assam Don Bosco University

Centre for Internal Quality Assurance (CIQA)

AGENDA

Introductory Words: Fr. Jose Palely (Chairman)

CIQA: 2026: 25 APR: 01: To present and confirm the Minutes of the First Meeting of CIQA held on 28 September 2025 and to review the status of action taken on the decisions and recommendations of the meeting.

CIQA: 2026: 25 APR: 02: To review the progress of the CIQA Action Plan 2025-26, including the implementation status of the identified quality assurance initiatives, timelines and responsibilities.

CIQA: 2026: 25 APR: 03: To review the status of UGC-DEB compliance and regulatory requirements of the Centre for Distance and Online Education (CDOE), including documentation, reporting and quality assurance measures.

CIQA: 2026: 25 APR: 04: To review the progress and quality assurance measures relating to the Online Programmes of MBA, MCA, BBA, BCA and MA Public Administration, including programme delivery, curriculum implementation, learner support and assessment mechanisms.

CIQA: 2026: 25 APR: 05: To review the status and quality of Self-Learning Materials (SLMs), E-Learning Materials (ELMs) and Four-Quadrant based e-content, including academic review, quality checks, accessibility and continuous improvement.

CIQA: 2026: 25 APR: 06: To discuss the proposed CIQA Quality Assurance Plan for 2026-27, including key priorities, measurable outcomes, timelines, responsibilities and monitoring mechanisms.

CIQA: 2026: 25 APR: 07: To Propose for the application of ISBN number for the available ELMs of the approved programmes.

CIQA: 2026: 25 APR: 08: Any other matter with the permission of Chair.

Concluding Words: Fr. Jose Palely (Chairman)

PROCEEDINGS

The meeting of the Centre for Internal Quality Assurance (CIQA) was held on 25 April, 2026 at the Vice Chancellor's Office, Assam Don Bosco University. The meeting commenced at 2.00 pm and was chaired by Vice Chancellor, Fr (Dr) Jose Palely.

Members present

Fr. (Dr.) Jose Palely; Dr. Bikramjit Goswami; Dr. Bonnie Amonge; Prof Bobby Sharma; Dr. Chayanika Das; Dr. Gypsy Nandi; Prof. Riju Sharma; Mr. R S Ahluwalia; Mr. Sandeep Singh; Mr. Wilson Mathew; Mr. Vijaye Bawrie; Dr. Pankaj Kumar Sharma.

Members absent

Nil

Introductory Words

The meeting started with the introductory words by the Chairman, Fr (Dr) Jose Palely. He welcomed the members and emphasised the importance of maintaining continuous quality assurance, regulatory compliance and systematic monitoring of the activities of the Centre for Distance and Online Education (CDOE). The Chairman also highlighted the need to review the progress made since the first CIQA meeting and to identify areas for further quality enhancement.



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CIQA: 2026: 25 APR: 01:

The Minutes of the First Meeting of CIQA held on 28 September 2025 were presented before the Committee. The members reviewed the decisions and recommendations of the earlier meeting and discussed the status of action taken on the identified quality assurance initiatives.

CIQA: 2026: 25 APR: 02:

The Committee reviewed the progress of the CIQA Action Plan 2025-26. The implementation status of the identified quality assurance initiatives, timelines and responsibilities was discussed. The members emphasised the importance of periodic monitoring and timely completion of the activities included in the Action Plan.

CIQA: 2026: 25 APR: 03:

The Committee reviewed the status of UGC-DEB compliance and regulatory requirements of CDOE. The discussion covered the need for systematic documentation, reporting and continued adherence to applicable regulatory requirements and quality assurance measures.

CIQA: 2026: 25 APR: 04:

The progress of the Online Programmes of MBA, MCA, BBA, BCA and MA Public Administration was reviewed. The Committee discussed programme delivery, curriculum implementation, learner support and assessment mechanisms, with emphasis on maintaining academic quality.

CIQA: 2026: 25 APR: 05:

The Committee reviewed the status and quality of E-Learning Materials (ELMs). The importance of academic review, quality checks, accessibility, alignment with course learning outcomes and continuous improvement was discussed.

CIQA: 2026: 25 APR: 06:

The proposed CIQA Quality Assurance Plan for 2026-27 was discussed. The Committee considered the need to establish clear quality priorities, measurable outcomes, timelines, responsibilities and monitoring mechanisms for the forthcoming academic year.

CIQA: 2026: 25 APR: 07:

The committee has reviewed the need of ISBN number for each of the ELMs of the approved programmes to ensure ownership of the E-books.

CIQA: 2026: 25 APR: 08:

No other matter was discussed

RESOLUTIONS

CIQA: 2026: 25 APR: 01:

It was resolved to confirm the Minutes of the First Meeting of CIQA held on 28 September 2025 and to continue monitoring the implementation of the decisions and recommendations arising from the meeting.

CIQA: 2026: 25 APR: 02:

It was resolved that the implementation of the CIQA Action Plan 2025-26 shall continue to be monitored and that pending quality assurance activities shall be taken up on priority.

CIQA: 2026: 25 APR: 03:

It was resolved that CDOE shall continue to maintain and strengthen its UGC-DEB compliance mechanisms, documentation and reporting systems and ensure timely completion of applicable regulatory requirements.



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CIQA: 2026: 25 APR: 04:

It was resolved that the quality of programme delivery, curriculum implementation, learner support and assessment mechanisms shall be periodically reviewed and strengthened wherever necessary.

CIQA: 2026: 25 APR: 05:

It was resolved that the ELMs shall continue to undergo appropriate academic and quality review, with necessary improvements to ensure academic rigour, learner engagement and accessibility.

CIQA: 2026: 25 APR: 06:

It was resolved that the CIQA Quality Assurance Plan for 2026-27 shall be developed and implemented with clearly defined priorities, measurable outcomes, timelines, responsibilities and periodic monitoring mechanisms.

CIQA: 2026: 25 APR: 07:

It was resolved that ADBU-CDOE will initiate the process of application of ISBN for all the E-Books for the approved programmes under the Institutional ISBN allotment scheme of Raja Rammohun Roy National Agency for ISBN

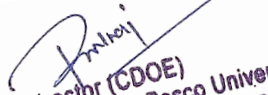
CIQA: 2026: 25 APR: 08:

No other important discussions were held during the meeting.

Concluding Words: Fr. Jose Palely (Chairman)

The meeting concluded with concluding remarks and thanks by the Chairman, Fr (Dr) Jose Palely. He reiterated the importance of continuous quality improvement, regulatory compliance and effective implementation of the CIQA framework in the Centre for Distance and Online Education.

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